

Board Meeting – April 24, 2013

Attendees: James Richardson (President), Mandy Jones (Executive Director), Monte Weber (Treasurer), Jennifer Dalle-Ore (Memberships Director), Stephanie Gillis-Paulgaard (Communications Director), Marc Le (Programs Director), Scott Riddell (TRAC Liaison), Joe Ahmad (Vice President), Terri Saunders (Volunteer Coordinator), Kelly (Director at Large – MacTaggart), Steve Johnson (Community Gardens)

Guest: Rosanna

Meeting Called to Order: 7:39 p.m.

Motion to Approve Meeting Agenda: Stephanie (1st), Joe (2nd)

Motion to Approve March 27, 2013 Board Minutes: Scott (1st), Stephanie (2nd)

Items:

1. Board members completed a Silent Auction Learning Worksheet. The intent is to create a working file for future Boards/Committee Members to work from. The information that was collected on the work sheets will be compiled in one document. **Action item:** Mandy to connect with Monte to have information typed up.
2. Garden Update - Steve provided a Community Gardens update. Key messages:
 - a. Community Gardens has five (5) new members (existing membership is at 50)
 - b. Current location of the Community Gardens will continue for the 2013 year
 - c. Community Gardens is seeking financial support from Terwillegar Community League to prepare the new site (not yet determined) for the 2014 year. This would include the physical move, soil, fencing, city permits. **Action item:** A complete report needs to be submitted to the TCL Board in order to make a decision. Recognizing that the Board does not meet over the summer months, it was suggested that the report be submitted in May so that a decision could be made prior to the summer break.
 - d. Garden Registration Meeting needs to be scheduled
 - e. Diane (City of Edmonton) and Steve Johnson are to meet and discuss issues regarding grading and soil of current location. Note: City of Edmonton owns the land that the Community Gardens currently use.
 - f. Options for relocation –
 - i. TTRA has offered new location based on recommendation from Bryan Anderson's office. Membership supports this recommendation. TTRA President has requested a budget from Community Gardens – possible funding available.

- ii. Location by the Holy Trinity Anglican Church – need to conduct a site inspection. Site already has soil but will require water tanks and filling from fire hydrant. Funding TBD
3. James advised the Board members that Char Bowan has resigned her position as TRAC liaison. James also indicated that he has received several emails from community residents interested in getting involved with the TCL Board. As of the Board meeting James had not responded to the inquiries as he wanted to wait until the Board meeting to propose a change to reviewing possible candidates and the election process.

New process would require interested parties to provide an outline to the TCL Board consisting of the following pieces of information:

- Which position are you considering filling?
- Why are you interested in joining the TCL Board?
- What would you bring to the position?

Once the information is received, it would be reviewed by the Board and approvals would take place.

4. Roles & Responsibilities

Each Board member was asked to take a few moments during the meeting to review the responsibilities that are outlined for each role.

President – Agreed

Vice-President-Agreed

Treasurer – Agreed

Communications – Agreed

Memberships – Agreed

Programs – Agreed

Volunteer Coordinator – Agreed

Notes:

- It was discussed in the meeting the need to be able to ask for assistance/guidance particularly with new roles established on the Board and those roles that have been assumed by new members of the Board.
- Some members are unclear as to when annual plans and budgets are due. Orientation for new Board members was discussed. It was shared that this year's Board members were presented with binders containing key information (TCL Bylaws, Roles &

Responsibilities, etc.). This was not done in the past; in the spirit of creating a more sustainable Board moving forward continuous improvement should be a driving factor.

- The creation of a 'cheat sheet' to assist with answering some FAQ's (around event planning, budgeting, communications, etc.) is currently underway and will be circulated to all Board members shortly.
- Contact details were also confirmed by attendees and will be circulated following the meeting.
- Side meetings/Creation of Sub Committees (outside official TCL Board Meetings) were encouraged for team building and also allow the Board to remain more strategic at monthly meetings.

James led the discussion around our commitment, what success looks like and what events TCL Board will commit to offering community residents for the remainder of the 2013 year.

- Some general demographics for Terwillegar Community League were shared to give the Board members a sense of who and how many people we are actually serving– We represent/service over 17,000 people in our community. TCL is currently the largest Community League in the city of Edmonton.
- What TCL does, is done with excellence
- Board has a clean slate. Events that are agreed upon tonight would be on the grounds that we can deliver these events through a team approach, focused on excellence.

Agreed Upon 2013 Events

Activity/Event	Reliable Lead	Team Members	Finalized Details
Casino (August 15/16)	Scott	Terri	May Meeting
Canada Day (July 1)	Marc	Scott, Joe	May Meeting
Toonie Carnival (August 10)	Monte	Marc & Mandy	June Meeting

Additional items:

Farmer's Market – Terwillegar Community League will have three (3) dates over the course of the season. **Action item:** Mandy to lead the conversation (perhaps thru email) on what the focus should be on each of those dates. Questions: What can TCL promote? Call for Volunteers for specific events? Membership Drive?

TRAC Membership – Is it feasible for TCL to become a member of TRAC in 2013? Pros/Cons? James provided background information to the Board members regarding previous conversations that have taken place regarding TCL's participation/membership in TRAC.

Cost – TRAC is currently seeking \$7,000 (1400 member at \$5 per member)

Benefits to Membership – TCL would have access to TRAC resources (membership sales, dedicated office hours at the Terwillegar Rec Center to answer basic questions about the league). NOTES: majority of TCL memberships are purchased online. TCL Board to review the possibility to increasing the annual membership from \$42.00 to \$45.00 to offset costs of TRAC membership. This decision would need to be presented at the AGM in November.

Action item: Scott Riddell is to contact Sheri (TRAC President) and advise her that TCL is prohibited spending over \$1000 by our Bylaws. This cost was not included in the approved 2013 Annual Budget. Major capital projects currently underway in our community; however, we would like to explore other opportunities to partner with TRAC moving forward.

The meeting adjourned at 10:07 p.m.